

CARRIAGE COMPANY AND COACH OPERATOR LICENSE CHECKLIST

*****PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR THOSE SUBMITTED WITHOUT THE ITEMS LISTED BELOW WILL BE DEEMED NON-COMPLETE AND WILL NOT BE REVIEWED.**

CARRIAGE COMPANY:

- ☐ 1. COMPLETE **APPLICATION**.
- ☐ 2. PROVIDE **PROOF OF INSURANCE**.
- ☐ 3. PROVIDE A **COPY OF ANNUAL HEALTH EXAMINATION FOR EACH HORSE** BY A VETERINARIAN OF EQUINE MEDICINE LICENSED BY THE STATE.
- ☐ 4. PROVIDE A **PHOTOGRAPH OF EACH CARRIAGE** TO BE REGISTERED.
- ☐ 5. PROVIDE A **LIST OF PERSONS** WHO WILL ACT AS A COACH OPERATOR THAT INCLUDES THE NAME, AGE, ADDRESS, AND BMV OPERATOR'S LICENSE NUMBER.
- ☐ 6. SIGN THE ENCLOSED **TERMS AND AGREEMENT**.
- ☐ 7. BRING **\$10.00 CASH OR MONEY ORDER** PAYABLE TO IMPD (INDIANAPOLIS METROPOLITAN POLICE DEPARTMENT) TO THE LICENSING OFFICE IN PERSON BY 2:30PM IN ORDER TO BE FINGERPRINTED.
- ☐ 8. INCLUDE A **\$20.00 CHECK PAYABLE TO THE OFFICE OF FINANCE AND MANAGEMENT** FOR THE LICENSE FEE.
- ☐ 9. CONTACT THE CITY OF INDIANAPOLIS LICENSING OFFICE (317-327 4316) FOR INFORMATION ABOUT **SCHEDULING AN INSPECTION** FOR THE CARRIAGES.

COACH OPERATOR:

- ☐ 1. COMPLETE **APPLICATION**.
- ☐ 2. PROVIDE **TWO (2) PASSPORT-SIZED PHOTOS**.
- ☐ 3. IF THE COACH OPERATOR IS A NEW APPLICANT, BRING **\$10.00 CASH OR MONEY ORDER** PAYABLE TO IMPD (INDIANAPOLIS METROPOLITAN POLICE DEPARTMENT) TO THE LICENSING OFFICE IN PERSON BY 3:00PM IN ORDER TO BE FINGERPRINTED.
- ☐ 4. PROVIDE **PROOF OF TRAINING** (IF NEW APPLICANT).